

Best Practices – Delayed Showings & Negotiations

Delayed Showing – Any property that is not available to be shown (including open houses) when it is initially put on the market. Delayed Showings can be extended, but not retracted. The Delayed Showing/Negotiation Form must be used and attached to the listing in Matrix at the time of listing. Extension of the Delayed Showing can be done using the MLS Change Form and attaching it to a listing and updating the Public & Private Remarks.

Setting appointments based on the seller's schedule is not a delayed showing. For example, seller is recuperating from surgery and does not want to schedule an appointment until 5 days later. Keep in mind that the "T" – Temporarily Off the Market status can also be used.

Delayed Negotiations – The date in which offers will begin to be entertained by the seller(s) when it is initially put on the market. Delayed Negotiations can be extended, but not retracted. The Delayed Showing/Negotiation Form must be used and attached to the listing in Matrix at the time of listing. Extension of the Delayed Negotiation can be done using the MLS Change Form and attaching it to a listing.

Setting a convenient appointment time with the seller to present offer(s) is not considered a delayed negotiation. For example, one or more offers have been received by the listing broker and the agent contacts the seller(s) to arrange for the presentation. Seller(s) are busy for the next two days and sets the time for 11:00 a.m. on the third day. Please keep in mind that the listing broker must make arrangements to present the offer as soon as possible, or give the cooperating broker a satisfactory reason for not doing so. Waiting to see if additional offers are received would be considered a delayed negotiation.

If there is no initial "Delayed Negotiation" and later the seller decides that they would like to set a definite date for offers to be in, then it considered a Delayed Negotiation and the "MLS Change" form is to be used and uploaded into Matrix and stated in the Private and Public Remarks.

Here is the MLS Rule: Delayed Showings/Negotiations (DNS notices) are allowed. All listings in the Service that are not immediately available for showing/negotiations must have the owner(s) complete the **required Delayed Showing/Negotiation Form**.

1. This form must be **filed as an attachment to the listing AT THE SAME TIME the listing is entered into MLS**.
2. The date(s) that the property will be available for showing and/or negotiations **MUST be put into the PRIVATE & PUBLIC Remarks**. Open houses are not to be scheduled during the "No showing" time frame.

Notes: The property is to be considered "Active" and days on market will continue to be counted. (Section 1.2-7) Auctions are exempt from this rule. **Once a Delayed Showing/Negotiation Form is signed, it cannot be changed to a prior date for any reason.** Sample verbiage for public/private remarks "All showings and negotiations will begin on mm/dd/yyyy at x pm" or "No Showings or negotiations until mm/dd/yyyy at x pm ". Rev. 11/2017